

**TOWN OF ADDISON
VOLUNTEER JOB DESCRIPTION**

JOB TITLE/ASSINGMENT: Pacesetters Coordinator

DEPARTMENT: Recreation Department

JOB DUTIES:

Assist staff with courtesy calls to remind participants of trips/events, assist staff during tours or events. Create call lists and update records.

MINIMUM QUALIFICATIONS

Education – HS Diploma or equivalent

Experience - No requirement

Time Commitment – During scheduled events or other flexible hours.